

## **Expanded Staff Meeting of July 14, 2005**

August 12, 2005

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The July 14, 2005 Expanded Staff Meeting was chaired by Public Defender Michael P. Judge. Chief Deputy Robert E. Kalunian officiated the meeting.

### **ANNOUNCEMENT**

Prior to conducting office business, Mr. Judge took a few minutes to discuss the recent passing of Deputy Public Defender Jimmy McDonald, and to reminisce on his extraordinary life and accomplishments. Mr. Judge was unable to attend the funeral service as he was in Northern California attending the first meeting of the California Council of Chief Defenders.

Mr. Judge stated that Jimmy MacDonald exemplifies the redemptive powers people have within themselves. Jimmy pulled himself up from what most would consider beyond despair and rose up to become a highly respected advocate, in the criminal justice system. He was such an exceptionally marvelous person who impacted many others, not only people in treatment and recovery, but also court officials, prosecutors and defenders from other parts of the nation. He was an extraordinary individual who will be surely missed.

### **The following topics were discussed:**

#### **WORKPLACE VIOLENCE TRAINING - Laura Green / Sgt. Robert Craton**

Ms. Green introduced, Sergeant Robert Craton, of the Los Angeles County Sheriff's Department / Security Management. Sgt. Craton was invited to attend the Expanded Staff Meeting and provide managers with workplace violence training.

Sergeant Craton stated that the Office of Security Management (OSM) is operated by Sheriff's Department personnel, but it is not the Sheriff's Department. The Office of Security Management was created by the Board of Supervisors as the central security management authority for all County facilities and the employees who work in those facilities. Their role is to help employees with problem solving and not to conduct a law enforcement investigation into a situation. As Risk Managers, they are available to departments and their employees regarding the reporting and managing of threats or other security incidents. It is imperative that incidents involving

threats and/or assaults, or any incident that has the potential to become news worthy, be reported immediately to OSM.

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A security incident is any incident which required a response by the local law enforcement authority or by any County Security Agency. It can be defined as any incident involving an "on duty" County employee, while on County property (including lunch periods), and any incident of a suspicious or unusual nature that the building manager feels should be documented, even if no law enforcement action was requested or needed.

A report should be completed by the person who reported the incident, the person involved in the incident, the building manager, or his/her designee as soon as possible, but not later than the end of business on the day following the incident. Upon completion, the report should be hand delivered to the Office of Security Management, 500 West Temple Street, Room 785, LA, CA 90012, or sent via FAX to (213) 613-0848, Attention: Office of Security Management

**Please Note: Administrative Deputy Rosie Maloof stated that all security incident reports are to be sent to our HR section, who will forward the reports to Office of Security and Management.**

Sergeant Craton distributed copies of the OSM / Chief Administrative Office Security Incident Report. The report contains all the documents necessary to satisfy risk management issues with the County.

**SERVICE AWARDS** - Michael P. Judge

Mr. Judge congratulated Greg Fisher and Wendy Edmisten for completing 30 years of County service and presented each with a commemorative County pen set.

#### **MANAGER TRAINING - Robert E. Kalunian**

The Department entered into a training consortium for management training with the District Attorney, Alternate Public Defender County Counsel and Children Services.

The training is scheduled to take place on Thursdays and consist of five separate sessions geared towards a legal Department. Each session will take place in the Regional Planning Conference Room, located in the Hall of Records. The training sessions will be conducted by the firm of Liebert Cassidy Whitmore. This law firm is well respected and very knowledgeable in Human Resource issues and should provide management staff with a very positive learning experience.

PLEASE NOTE: Management training is mandatory for all Head Deputies and above, Lieutenants, Supervising Paralegals and Social Workers and Administrative Services supervisors.

Since the October 13<sup>th</sup> training session coincides with the Expanded Staff Meeting, the Expanded Staff Meeting has been rescheduled for October 20<sup>th</sup>.

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#### **FINAL 2005 / 06 BUDGET - Robert E. Kalunian**

Mr. Kalunian discussed the final 2005 / 06 budget for this Department. We were fortunate to receive a total of 32 additional attorney positions, 4 additional Senior Paralegal positions, 2 additional Paralegals, 2 additional Investigators, 10

additional secretary positions and 7 Psychiatric Social Worker positions to handle increased caseloads and workloads.

Mr. Vacca requested that Head Deputies carefully examine their operations and provide the most accurate and honest appraisal to their Division Chief, highlighting where their most urgent needs exist.

### **CASE FILE STORAGE AND IMAGING - John Vacca**

Mr. Vacca announced that approval has been obtained to lease a facility for Departmental case file storage. The facility is large enough to handle all of our storage needs and would provide a centralized location for the storing and retrieving of closed case files.

Mr. Vacca stated that he was just informed by CAO Space Management that occupancy would not take effect until around January 2006. Mr. Vacca had originally hoped for a September date.

The Department intends to utilize warehouse workers to search for any requested file and deliver the file to the appropriate location. When the case file is no longer required, the worker will return the file(s) to the storage facility.

Mr. Vacca recommended that the branches continue labeling case files, as previously instructed, as this will speed up the process when the facility becomes available. In fact, upon possession of the building, boxes that have been labeled can be moved to the facility and stored almost immediately.

Additional funding was provided to the Department in order to develop a scanning & imaging system for scanning closed case files. Mr. Judge appointed a Electronic Document Management System (EDMS) Committee which has commenced working on this project. The District Attorney's Office has received funds from ISAB and is contracting with a private agency on implementing an imaging program. The Department was recently informed that it may be included with the District Attorney and any recommendations from the agency would be available for our review.

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### **HUMAN RESOURCES FUNCTIONS - Elaine Palaiologos**

Ms. Palaiologos distributed a new telephone list for our Human Resources Division. Included in the list are the job responsibilities assigned to each individual.

Mail delivery to Shared Services has been changed. Initially, it was thought that documents would go directly to the Wilshire address, utilizing an ISD Messenger service. That procedure has been changed to the following:

Until further notice, everything will be sent to the Auditor/Controller at 410 Hall of Administration, Room 410. The Auditor will have their own messenger service provide daily delivery to the Wilshire address. Address labels (color coded) will soon be distributed throughout our offices.

### **TRAINING - Albert Menaster**

Al Menaster, the Head Deputy for training, expressed appreciation for the excellent training suggestions from the head deputies. The new training format has been scheduled to commence in September.

Mr. Menaster announced that the Department has purchased DVD Players for every location, and TV sets for the locations which do not already have them, to permit the playing of training lectures on DVDs. Mr. Menaster said that the training will be a mix of local speakers, non-local speakers, and DVDs.

Mr. Menaster stated that it is his desire that head deputies not merely order their lawyers to attend the training. It is his desire to provide a culture of training, where there are excellent programs and the lawyers are expected to attend because of the value of the programs.

### **AVERAGE VEHICLE RIDER-SHIP SURVEY - Rosie Maloof**

The annual survey on average vehicle rider-ship was sent to staff via email. The survey should be completed **only** by staff who reside at the Clara Shortridge Foltz Criminal Justice Center or the Hall of Records. All other locations should disregard the survey.

### **INVENTORY AND RETENTION SURVEY - Rosie Maloof**

The Inventory and Retention Survey is to be completed throughout the Department. Managers were requested to work with their staff and to monitor compliance.

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### **L.A. COUNTY FAIR DAY - Rosie Maloof**

Sunday, September 11, has been designated L.A. County Fair Day. For that day, all County employees will be admitted with 2 for 1 tickets. This is the first year that there will be an actual LA County Day at the Fair. To commemorate the event, there will be a parade that will include numerous floats and other activities to highlight LA County and its employees. This should be a fun day and everyone is encouraged to attend and enjoy a day at the fair.

**The next meeting is scheduled for AUGUST 11, 2005, at 2:00 p.m. at CSFCJC**

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